RECRUITMENT TEMPLATE

Electronic Survey

Greetings,

You are invited to participate in a research study. The research is being conducted by (*name, title, Department name at the Northeastern Illinois University*). *If you are a student researcher working with a faculty advisor, provide their name and contact information*. *Say how the participant’s contact information was obtained for example*: John Doe suggested I contact you *or* I found your contact information on “Z” website. *NOT needed if posting an email on listserve, Facebook, etc.*). *State the purpose of the research.* *Insert age requirement, for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18) or* you must be between ages \_\_\_\_ to participate. *Include any other applicable inclusion/exclusion criteria.*

If you agree to participate, you will be asked to take an anonymous/confidential (*state one or the other! They cannot be both anonymous and confidential)* survey. The survey will take approximately (*state how much time it will take*).  *If there is compensation you should add that information in the recruitment email.*

Please click on the link below to learn more about the study and to take the survey (*insert survey link – FYI the first page of the survey will be the consent form*).

If you have any questions, please feel free to contact me at (*insert email and phone number*).

# General Email Posting (listserves, Facebook, University folders, etc.):

You are invited to participate in a research study. The research is being conducted by (*name, title, Department at the Northeastern Illinois University*) as part of (*say what purpose it serves…as part of my masters thesis, or as part of a grant, etc). Insert age requirement for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18*) *or* you must be between ages \_\_\_\_ to participate. *Include any other applicable inclusion/exclusion criteria.*

I am conducting a research study about (*insert purpose of research*). If you agree to participate, you will be asked to (*briefly describe procedures, including time commitment, location, any recording – audio/video*).

If you would be interested in participating in this study, please contact me (*provide contact information*). You can also contact my faculty advisor, Dr.\_\_\_\_\_, at (*provide phone number and email address*) *If you are a student and have a faculty supervisor, sponsor, or mentor, be sure to list their name and contact information*

Thank you.

**Phone Script (interview over the phone/in-person):**

Hello, my name is (*name*) and I am a researcher at Northeastern Illinois University. *Say how participant’s phone number was obtained*. I am conducting a research study about (*insert purpose of research*). I am calling to ask if you would be willing to let me interview you. The interview can be conducted over the phone or at a location of your choosing. The interview should take (*insert time interview will take*). *Say if the interview will be recorded*. *Insert age requirement*, *for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18) or* you must be between ages \_\_\_\_ to participate. *List any other applicable inclusion/exclusion criteria.*

If you would be interested in participating in this interview, we can set up a time now or you can let me know when a good time would be to schedule it.

*If interested, investigator will set up date and time and will provide participant with investigator contact information.* *For example*: I have scheduled you for an interview on (*date and time*). If you have any questions, I can be reached at (*insert phone number and email*). Thank you for your help.

*If participant is not interested, investigator will end the call*.Thank you for your time.

# Email/letter recruitment:

My name is (*name*) and am a researcher at Northeastern Illinois University (*Say how participant’s contact information was obtained*.) I am conducting a research study about (*insert purpose of research*).

I am contacting you to ask if you would be willing to participate. Participation would involve (*briefly explain what they will be asked to do and where it takes place*)*. Insert age requirement for example*: you must be at least 18 years old to participate *(not needed if you know your targeted population is at least 18) or* you must be between ages \_\_\_\_ to participate. *List any other applicable inclusion/exclusion criteria*.

If you would be interested in participating, please reply to this email/contact me (*provide contact information*).

Thank you for your time.